



Electronic Document Access (EDA)

Contract Deficiency Report Point of Contact (CDR POC) Role & Responsibilities



“Fly-in” Action
(Continue to Page Down/Click on each page...)



CDR POC is an individual...



- ❖ Ultimately responsible for resolving deficiencies found in Contracts during the payment process.
- ❖ Who may be directly assigned a particular CDR for a specific CDR Organization (as defined in the Command, Service or Agency's (C/S/A's) Authorization Structure)
- ❖ They may delegate and management assignment within their communities
- ❖ They may provide backup and oversight to the CDR Workflow process within their CDR organizations (as defined in the C/S/A)



CDR POC Role



- ✓ Are Assigned to specific CDR orgs/offices
- ✓ Respond to CDRs routed to CDR orgs/offices
- ✓ Delegate/Manage resolution within CDR Org
- ✓ Manage the CDR Workflow process for CDR Org
- ✓ Resolve CDRs in a timely manner
- ✓ Post Modifications to EDA



POC for CDR Organization



❖ **Assignee**

Assigned a CDR by Initiator:

- Accepted Responsibility
- Post Modifications

❖ **Back-up**

❖ **Manager**



To Become an CDR POC



- ❖ Register in [Single Sign-On \(SSO\)](#)
- ❖ See Help/Training option on the SSO Home Page for EDA Registration and Administration Instructions.



Step-by-Step & More...

Refer to the EDA Users Guide

- ❖ STEP-by-STEP instructions (for all Users)
- ❖ Training Material

See Help/Training option on the
Single Sign-On (SSO) Home Page for EDA
User Registration and Administration
Instructions.